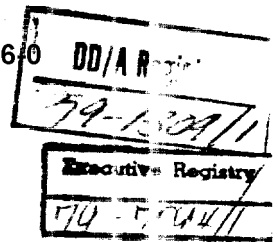


14 MAY 1979



MEMCRANDUM FOR: Deputy Director for Resource Management
Deputy Director for Collection Tasking
Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
General Counsel
Inspector General
Legislative Counsel
Director of Public Affairs
Comptroller
Director, Equal Employment Opportunity
Executive Secretary

FROM: Frank C. Carlucci
Deputy Director of Central Intelligence

SUBJECT: Review of Sensitive Document Control
and Accountability Measures

REFERENCE: Memo from DDCI to Multiple Addressees
dated 1 September 1978, subject: Sensitive
Document Control (ER 78-2534/1)

1. Last September, by reference, we launched the so-called "Sensitive Document Control Program"--an effort to identify the Agency's most sensitive documents and place them in conditions of maximum physical security protection and personal accountability. At the time of that tasking, i.e., in the wake of the Kampiles case, there was a certain tentativeness in our thinking about the program based upon the fact that a full security review was then underway which might have resulted in changed thinking regarding the validity of the approach.

2. I can now report to you that the Sensitive Document Control Program appears generally to be working well, and it now seems appropriate to make the program a permanent feature of our document control activities. So again I must ask you, as I did in last September's request, to personally interest yourselves in this program to assure that on an Agency-wide basis these goals are being met:

°Within each major Agency component the most comprehensive sensitive documents--those with extraordinary relevance to national security or our intelligence capability--are identified and included in the "Sensitive Document" collections.

°Comprehensive lists are created and kept current on each component's "Sensitive Document" collection. This is to facilitate easy and frequent reviews as to which documents within the Agency carry that designation.

°To the extent practical and reasonable, each component's "Sensitive Document" collection will be clustered in a single central location where optimum physical security conditions prevail.

°Each document within a "Sensitive Document" collection will be assigned from an accountability standpoint to a specific named employee so that personal accountability operates to the maximum extent possible.

°All "Sensitive Document" collections will be afforded total inventories at least annually and more frequently if possible. These inventories must entail actual sightings of all the documents in question, not merely a review of records of their whereabouts. Reports on missing documents will be made immediately to the Office of Security.

3. It is requested that you provide me with a report by 15 June 1979 which addresses the status of your components on the five goals listed above. Your reports should contain details on your identification efforts, your storage arrangements, your personal accountability measures and your inventory results or plans. I would also welcome any suggestions you may have for improving our control measures for these sensitive materials. Please direct your responses to my office through the Assistant for Information, Directorate of Administration, Room 7D-02, Headquarters, who will review them on my behalf in coordination with the Director of Security.

/s/ Frank C. Carlucci

Frank C. Carlucci

cc: AI/DDA

DCI/RM-79-2915

MEMORANDUM FOR: Frank C. Carlucci
Deputy Director of Central Intelligence

THROUGH: Assistant for Information
Directorate of Administration

STAT FROM:
Deputy to the DCI for Resource Management

SUBJECT: Sensitive Document Control and Accountability Measures

REFERENCE: Memorandum from Deputy Director of Central Intelligence to
Multiple Addressees dated 14 May 1979, Subject: Review of
Sensitive Document Control and Accountability Measures
(ER 79-7094/1)

1. In response to reference memorandum, the following procedures have been enacted within the Resource Management Staff for the control and accountability of sensitive documents:

° Staff Announcement, dated 26 September 1978, (copy attached) outlines sensitive document control procedures and guidelines.

° Document control officers have been appointed within the Resource Management Staff for each office. They hold complete responsibility for the inventoried documents.

° Safes within each office have been designated for storage of sensitive documents only. The appointed document control officers have explicit responsibility for the sensitive documents contained therein.

° Each office has prepared inventory listings of all sensitive documents under their control. These inventories are sent to the Joint Registry located in the Community Headquarters Building for verification and incorporation into the centralized document control system.

° In conjunction with the Registry unit, each office will conduct periodic inventory of their respective sensitive documents and all changes will be sent to the Registry for appropriate action.

✓ ° When segregated documents are removed from designated safes, a control receipt is issued for that document from the custodian. The document is also labeled "SEGREGATED MATERIAL" as a further indication of its sensitivity.

2. It is believed that with the above procedures we will be able to maintain close control of all sensitive documents charged to the Resource Management Staff.



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Approved For Release 2005/03/24 : CIA-RDP83M00171R000800220006-0

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